

## PERSONNEL

Full-Time and Part-Time Work Status/Work Days/Hours of Employment

## A. Full-Time and Part-Time Work Status

A full-time employee is defined as an individual working at least 32.5 hours/week. The total number of weekly work hours shall be designated by position/job title.

A part-time employee is defined as an individual working less than 32.5 hours/week but greater than 18.75 hours/week.

## B. Work Days-Licensed, Professional and Service Staff

Employees shall observe and report to work consistent with the schedule of working days set forth in the work calendar developed annually by the Superintendent.

The per diem rate for 12-month employees shall be based on 240 days.

The per diem rate for 11-month employees shall be based on 220 days.

The per diem rate for 10-month employees shall be based on 200 days.

Other employees: The per diem rate for other employees will be based on the work calendar developed by the Superintendent.

## C. Hours of Employment-Licensed Professional and Service Staff

## 1. Central Office

Central office supervisory and administrative staff personnel shall work an 8 hour day. Secretarial staff shall work a 7.5 hour day, exclusive of lunch, unless stated otherwise.

**PERSONNEL****Full-Time and Part-Time Work Status/Work Days/Hours of Employment****2. Principals and Assistant Principals**

School site administrators are expected to provide proper supervision of the school program. Generally, administrators will arrive 30 minutes before teachers report for work and will not leave until 30 minutes after the scheduled teacher work day ends. The principal will ensure that students are supervised at all times, including bus loading and unloading times.

**3. Instructional-Teachers, Paraprofessionals, Library Media Specialists, School Counselors, and other Professional Staff.**

The schedule shall be based on a 7.5 hour work day, unless stated otherwise. However, this schedule will be augmented at various times by the school principal to permit careful supervision of students, to conduct faculty meetings, to hold parent conferences, and to complete other necessary tasks.

**4. Secretarial**

Personnel in secretarial positions shall work a 7.5 hour day, exclusive of lunch, unless stated otherwise.

**5. Maintenance/Transportation/Central Garage**

Full-time personnel in the maintenance, transportation, and central garage departments shall work a 7.5 hour day, unless otherwise designated, exclusive of lunch time. Part-time personnel; i.e., those not contracted for a 7.5 hour work day, shall have work hours set forth on the employment agreement or receive a work schedule delineating hours to be worked.

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See also school board policy #5-12.

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